

# NOTICE

BUS-4

March 18, 2003

Notice No. 0115

## Requirements for Transporting Hazardous Materials During SECON 2

### Overview

The requirements contained in [LIR 405-10-01 "Packaging and Transportation"](#) represent the baseline for transporting hazardous materials at LANL.

However, when LANL enters a heightened security condition (SECON) additional requirements for transporting hazardous materials shall be implemented.

LANL employees hiring contractors to move hazardous materials within the scope of this notice shall ensure the contractors are provided the additional requirements that must be applied to the management of the materials with appropriate guidance.

### Purpose

This Notice shall establish additional requirements for the safe and secure transfer of hazardous materials during periods of heightened security.

### Scope/Applicability

The requirements contained in this notice shall apply to any organization requesting transport of hazardous materials on-site, intra-site and off-site, under all SECON 2, 2+, and 2++ heightened security alerts. **Guidance Note:** Page 2 of the "[Heightened Security Transport Request](#)" form contains additional information required to determine whether the request form is required.

### Definitions

**intra-site**—Any Packaging/Transportation activity using a motor vehicle between LANL Tech Areas and sites within the boundaries of DOE-owned property operated by LANL along or across any roadway to which the public has unrestricted access.

**off-site**—Any Packaging/Transportation activity using a motor vehicle that occurs over or across a roadway to which the public has unrestricted access and is outside the LANL site boundaries.

**on-site**—Any Packaging/Transportation activity using a motor vehicle that is conducted within an area with restricted access to the public and does not move along or across any roadway to which the public has unrestricted access.

**SECON**—Security Condition levels as determined by the DOE in conjunction with the US Department of Homeland Security.

**SECON 2**—A security condition indicating the general threat of a terrorist attack with little or no intelligence of a localized threat.

**SECON 2+** —A security condition indicating that DOE/NNSA site(s), or nuclear facilities may be a target of terrorist actions.

**SECON 2++** —A security condition indicating significant localized threat to LANL.

# Requirements for Transport of Hazardous Materials Under Heightened Security

## General Requirements

Person/Organization	Shall
Worker (at requesting organization)	<ul style="list-style-type: none"><li>Complete the “<a href="#">Heightened Security Transport Request</a>” form (BUS4-FORM-008). <b>Guidance Note:</b> Page 2 of the “<a href="#">Heightened Security Transport Request</a>” form contains additional information to determine whether the request form is required.</li><li>Submit the completed transport request form to his/her manager for approval.</li><li>Ensure the responsible Division Leader sign the “<a href="#">Heightened Security Transport Request</a>” form for NM/SNM Categories I-IV going off-site and fax to BUS-4 at 667-0981</li><li>Fax the completed and signed “<a href="#">Heightened Security Transport Request</a>” form to BUS-4 (7-0981).</li><li>Schedule a transfer time with the <a href="#">BUS-4 Packaging and Transportation Team</a> when the transfer has been approved.</li></ul>
Responsible manager (of requesting organization)	<ul style="list-style-type: none"><li>Review the completed “<a href="#">Heightened Security Transport Request</a>” form for approval.</li></ul>
Materials Management (BUS-4) Group Office	<ul style="list-style-type: none"><li>Ensure the data from the “<a href="#">Heightened Security Transport Request</a>” form is entered in the internal database.</li><li>Fax the completed “<a href="#">Heightened Security Transport Request</a>” form to the Security Integration group (S-2), Fax No. 667-3388.</li><li>Notify the requesting organization by fax when the request is approved.</li></ul>
Security Integration group (S-2)	<ul style="list-style-type: none"><li>Review transfer requests for approval</li><li>Coordinate transfer requests with LASO for permission if required.</li><li>Fax approval or non-approval “<a href="#">Heightened Security Transport Request</a>” form to both the BUS-4 Group Office Fax 667-0981 and the point of contact at the requesting organization.</li></ul>

## References

[49 CFR 172.500](#), “[Applicability of Placarding Requirements](#)”

<http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=49&PART=172&SECTION=500&YEAR=2002&TYPE=TEXT>

[Heightened Security Transport Request](#) form (BUS4-FORM-008),  
<http://int.lanl.gov/security/documents/secon-trans.pdf>

[LIR 405-10-01 Packaging and Transportation](#), 12/99,  
[http://labreq.lanl.gov/pdfs/ops/01\\_operations/lir4051001.pdf](http://labreq.lanl.gov/pdfs/ops/01_operations/lir4051001.pdf)

## Questions?

Please address questions regarding this NOTICE to Robert Travis, BUS-4, Material Management, 665-8110

*The OIC for this notice is the **BUS-4 Materials Management** group and the responsible division director is BUS-DO. This Notice will remain in effect until these requirements are incorporated into a revised LIR.*